2-13-14

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton,

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in France. I chose to study France in my training course because ever since I was younger France has been a country that has interested me. Whether it be the architecture, language, or the food it has always been fascinating. Furthermore, by having the opportunity to go to France for business I would get to experience a new breed of economy that is different than the United States. Finally, I feel that a business started up in France has great potential to thrive as the tourism rate is very high.

Over the next 7 ½ weeks, I expect to learn about France’s culture, food, business etiquette and some important phrases in French. Having this knowledge will help me to more rapidly spread Talbot Thingamajig throughout France. This is because by having all this background knowledge I will be able to more effectively communicate with citizens, market items, and create new products specifically tailored to French people’s interests.

Lastly, I think I would be a great addition to this team because I have several qualities that set me apart from someone else who might be applying for the position. First, I am a quick learner. This will help start up the business in France because I will be able to understand our specific goals for the company. I am also a hard worker. By being a hard worker I can get the company to be more prosperous more quickly than someone else who might take the position and take a long time to establish Talbot Thingamajig as a thriving business. Finally, I notice little details. This would benefit the company greatly because it is not only the big aspects of a business, but also the small ones that make it successful. Whether it is the changing material of a product to save money or changing a marketing strategy, it would impact the company for the common good.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Tim Miller

5169 Lakeview Dr.

Gibsonia,PA,15044